

Notice of Funding Opportunity

**HS Southeastern Wisconsin Threat Analysis Center (STAC)
Operations 2021 (2022)**

**Applications must be submitted through
Egrants on or before November 30, 2022**



Contact Information for this Notice of Funding Opportunity

Program Manager: Eric Franco (608) 242-3335
Eric.Franco@widma.gov

Grants Specialist: Rebecca Thompson (608) 242-3236
Rebecca.Thompson@widma.gov

Submit Applications Using Egrants

Applications must be submitted through the Egrants online grants management system. If you have never used Egrants before, you will need to register for access to the system. To register online, go to <http://register.wisconsin.gov/accountmanagement/default.aspx> and complete the 'self registration' process.

Authorization to access Egrants can take several days depending on registration activity. Please note: If you register outside the hours of Monday-Friday 7:30am-4pm, access may not be approved until the next business day. Once your Egrants access has been approved, you may begin your online grant application.

Egrants Help Desk: 608-242-3231 or WEMEgrants@egran.us

The help desk is staffed on non-holiday weekdays between 7:30AM and 4:00PM.

The Egrants system user guide has step-by-step instructions for accessing and using the Egrants online system. The guide is posted on the grants page of the WEM website: <https://wem.egran.us/egmis/documents/EgrantsExternalUserGuide5-2-201-Final.pdf>

Online Help is available throughout the Egrants application process. Once you have started an application, look for the HELP button in the top right corner of the screen. Page-specific instructions can be found there.

WEM Egrants website: <https://wem.egran.us>

Requirements for Federally Funded Grants

Unique Entity Identifier and System for Award Management (SAM):

All applicants for this grant opportunity must be registered in SAM before submitting an application; and continue to maintain an active SAM registration with current information at all times during the period of performance for the grant. WEM's website has a helpful guide for SAM registration. [UEI External Fact Sheet \(wi.gov\)](#). **WEM cannot award a grant until the applicant has complied with all applicable SAM requirements. Please contact the assigned Program Manager if need assistance.**

National Cybersecurity Review (NCSR)

All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

Notice of Funding Opportunity: HS Southeastern Wisconsin Threat Analysis Center (STAC) Operations 2021 (2022)

Description: This is a continuing project, the funding request is made to support the Southeastern WI Threat Analysis Center's (STAC) mission to safeguard the citizens in STAC's area of responsibility (AOR) by proactively identifying divergent threats primarily with a criminal or terrorism nexus, and assisting to mitigate those threats.

The FY22 funding will be used for the following objectives: continued daily operations support, support of preparedness exercises, update or replace computer hardware and software, training for STAC analysts, Threat and Fusion Liaison Officer (FLO) recruitment, outreach and training, address the growing need of STAC partners for analytic assistance, case support, technical support, events support, and information sharing. Without HSGP grant funding many of the STAC's capabilities would be lost.

Opportunity Category: Limited Eligibility

Important Dates:

Application Due Date: November 30, 2022

Project Start Date: January 1, 2023

Project End Date: December 31, 2023

Reporting Requirements: If awarded a grant, your agency will be responsible for completing the following reports in order to receive reimbursement.

Program Reports Frequency must be submitted Quarterly

Financial Reports Frequency must be submitted Quarterly

Anticipated Funding Amount: As approved by the Funding Advisory Working Group, the anticipated dollar amount available under this funding opportunity is **\$61,000.00**, depending upon WEM's receipt of the federal executed award.

Match/Cost Sharing Requirement: None

Eligibility: The City of Milwaukee is the only eligible applicant.

Eligible Expenses: Funding may be used for Travel/Training, Equipment, Supplies & Operating Expenses, Consultants/Contractual.

All expenses must be new and cannot replace existing state or local government funding. Substitution of existing funds with federal grants (supplanting) will be the subject of monitoring and audit. Violations may result in a range of penalties, including suspension of current and future funds under this program, suspension or debarment from federal grants, repayment of monies provided under a grant, and civil and/or criminal penalties.

Notice of Funding Opportunity: HS Southeastern Wisconsin Threat Analysis Center (STAC) Operations 2021 (2022)

Application Components

Through Egrants, you will provide WEM with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to the Program Manager listed on page one of this document.

Information provided in this application may be cited in WEM reports or press releases and will likely be used in reports to federal funding agencies or other stakeholders. Plain language that clearly describes the intent of the project is most effective.

1. Main Summary

This page asks for information about your agency and the individuals responsible for the application and grant award. When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project director will be overseeing project operations.

In the Brief Project Description text box, please describe your project. A suggested format is included for your convenience:

“Funds will be used by the (your agency name and others involved in the project) to (describe what funds will be used for and who will be involved). The (what - equipment, training, project, pilot, etc.) will (describe the specific goals you hope to achieve – how will the project or equipment improve safety in Wisconsin?)”

There are many required fields on this page so if you encounter problems, please check online help by clicking the floating HELP button.

2. Performance Measures

Please open this section and change the page status to Complete; then SAVE the page. Performance Measures will be identified and collected during post-award reporting rather than through this funding application process.

3. Budget Detail

Complete a project budget using the following categories. For each category used, enter a justification that describes how the items in that category will be used during the course of the grant period. It is important that you include specific details for each budget line item, including cost calculations.

Travel/Training:

Guidelines for Travel and/or training costs for an individuals with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

Mileage: \$0.51/mile

Lodging: Maximum \$90/night (\$95/night for Milwaukee, Waukesha or Racine County)

In-State Meals: \$9/breakfast (leaving before 6 a.m.); \$11/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$21/dinner (returning after 7 p.m.).

Out-of-State Meals: \$10/breakfast (leaving before 6 a.m.); \$15/lunch (leaving before 10:30 a.m. and returning after 2:30 p.m.); \$25/dinner (returning after 7 p.m.).

Guidelines for any Travel and/or training costs associated for hosting an event (conference/convention, training, exercise, etc.) with the funded project. Only actual expenses will be reimbursed. All reimbursements will be at current state rates that are subject to change. Current rates for in-state travel at the time of this announcement include:

- Meal cost per attendee: \$9/breakfast (start time prior to 6 a.m.); \$11/lunch (starting before 10:30 a.m. and concluding after 2:30 p.m.); \$21/dinner (event ending after 7 p.m.). Some events may be eligible for \$7/break expenses, for more information regarding state guidelines and expense reasonableness please call or email the Program or Fiscal Contact listed on this Grant Opportunity.

(Please note: Costs will only be reimbursed after submission of an event agenda and attendance list. Travel and training for contracted employees/Contractual Services does not go in this section. These expenses should be itemized under “Contractual.”)

Supplies and Operating Expenses: Includes consumables such as paper, stationery, postage, and software. Also includes operating expenses such as rent and utilities. Show computations for all items. For example, Rent: \$150/mo x 12 months = \$1,800.

Consultants/Contractual: Provide costs associated with individuals or entities providing services through a contractual arrangement. With the exception of a few justified sole source situations, contracts should be awarded via competitive processes. Include detailed information to support the total cost of each contract. For each consultant enter the name, if known; service to be provided; hourly rate and estimated time on the project. **Hourly rate for training and exercise contractors may not exceed \$50.00/hour.** List all expenses to be paid from the grant to the individual consultant in addition to their fees. Show the basis of computation for each service requested.

- Consultants/Contractual – these are costs associated with the consultant/contractor rate of pay or flat fee contractual agreement.
- Consultants/Contractual Product/Service – these costs are for items such as, but not limited to; duplicating, videotaping, moulage, general office supplies, and catering the consultant/contractor has purchased.
- Consultants/Contractual Travel – these are costs associated with mileage and hotel the consultant/contractor incurred performing contractual work. All expenses will be reimbursed at current state rates.

Equipment: Homeland Security equipment grants require that all equipment (regardless the cost) be entered in this category so that applicants can select from authorized

equipment lists. Equipment is defined as items used for prevention, emergency response, and recovery operations (Equipment cost greater than \$5000.00 and aligned with FEMA's Authorized Equipment List).

4. Budget Narrative

Describe how the funds will be used, including what programs will be implemented using this grant funding.

5. Freestyle Questionnaire -- Core Capabilities

Choose a primary core capability for the project. Select as many secondary core capabilities as applicable for the project.

Application Review and Award Criteria

All applications must be submitted on or before the deadline and will be screened for completeness and compliance with the instructions provided in this announcement. WEM staff will review applications to ensure consistency with statewide strategies and make funding recommendations to the Adjutant General. All final grant award decisions will be made by the Adjutant General.

Post-Award Special Conditions/Reporting Requirements

If you are awarded funds under this announcement, you will be required to provide regular progress reports. The schedule for your reports will be included in your grant award materials. Please review all of your grant award special conditions and Egrants reporting requirements when you receive the Grant Award documents. Your grant award will be subject to general terms and conditions as well as the following special conditions.

1. National Cybersecurity Review (NCSR)

All Homeland Security Grant Program recipients and subrecipients must complete the NCSR no later than the federal deadline (February 28) of every year during the grant performance period. Successful completion of the NCSR is a requirement before closeout.

2. Allowable Grant Activities

This funding is intended to support the planning and implementation activities and deliverables as outlined in the grant application and associated project proposal documents submitted to WEM. Activities other than those expressly detailed in this grant are not allowable without prior approval from WEM.

3. Grant Modification

Grant modification must be approved by Wisconsin Emergency Management (WEM) in order to be considered. The applicant must be current with WEM Fiscal and Program Reports in Egrants for modification to be consideration. Grant modifications will not be granted unless applicant provides a compelling reason.

4. Procurement

Recipients and sub recipients shall use their own procurement standards and regulations, provided that the procurement conforms to applicable Federal law and the standards identified in the Procurement Standards Sections of 2 CFR § 200.318-326.

5. Publications Acknowledgement

The sub-recipient agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from the U.S. Department of Homeland Security."

6. Equipment Training

All personnel who utilize equipment purchased with funds from this grant must receive training either through the equipment vendor or other competent source specific to that piece of equipment before it is put into service. The sub-recipient is required to maintain proper training records.

7. Equipment Maintenance and Disposal

Equipment shall be maintained and available to use as intended by the grant for the duration of its useful life. The sub-recipient is required to maintain proper equipment records. Sub-recipient seeking to dispose or transfer ownership of equipment must contact Wisconsin Emergency Management (WEM) Homeland Security Staff to obtain the Homeland Security Equipment Disposition Form, and further directions. If approved, the sub-recipient must maintain records of any equipment disposal or transfer of ownership. Any proceeds from the sale of equipment at or near the end of its useful life will be considered program revenue and must be reinvested into eligible homeland security expenses.

8. Sustainment Costs

Agencies that accept funding are responsible for all sustainment costs.

Request for Reimbursement

Payments will be made on a reimbursement basis only. Requests for reimbursement are made by submitting a Fiscal Report in Egrants. Guidance regarding requirements and process is accessible through the Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>

In addition to the standard requirement of a signed Reimbursement Request form and itemized invoices/receipts, **additional documentation** required for this specific grant include the following:

- ☒ proof of payment

Request for Award Modification

Requests for an award modification may be submitted to WEM for the following circumstances:

1. Change of signing official, fiscal officer, or project director.
2. Requesting a change in the award amount or returning the award.

3. Requesting an extension of the performance period. Extensions will be considered on a case-by-case basis.
4. Changing the scope of the project.

Requests for modifications must be submitted via Egrants. All modification requests will be reviewed by the WEM assigned Program Manager and Fiscal contact for approval. All final grant modification decisions will be made by the WEM Administrator. Modifications are not considered authorized until WEM provides a signed Grant Adjustment Notification (GAN); **any related expenses incurred prior to receipt of a signed GAN are not eligible for reimbursement.**

Additional Resources

Additional information about Wisconsin Emergency Management and resources to assist with Egrants is available as follows:

- Wisconsin Emergency Management website: <https://dma.wi.gov/DMA/wem/>
- WEM Grant Administration tools: <https://wem.wi.gov/admin-tools/>
- WEM Egrants Job Aid for Fiscal Reports: <https://wem.wi.gov/wp-content/library/grants/egrants-job-aid-fiscal-report-and-reimbursement-request.pdf>
- Egrants (User Guide available on Log-in screen): <https://wem.egrants.us/>
 - Online Help is available in many areas of the Egrants system – watch for the “Help” buttons. Egrants Helpdesk is staffed on non-holiday weekdays between 7:30AM and 4:00PM. Email: WEMEgrants@egrants.us
- Exercise forms and Policy Directives are available in WebEOC® > Advanced File Library > WEM External Policy Directives.
 - 5005.4.3 AAR and IP Template
 - 5005.4.4 Supplemental Exercise Form

